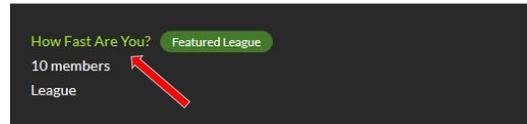


HFAY Registration Instructions

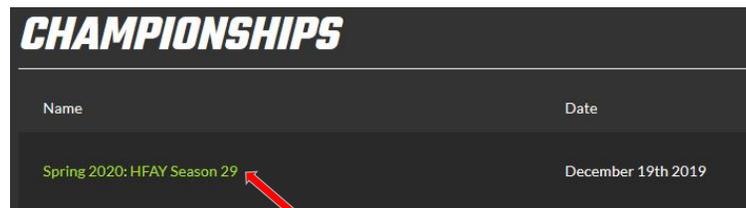
1. Register on the Next Level Timing Website. www.nextleveltiming.com
2. Log in and Create your community.
3. Select Communities.



4. Select How Fast Are You? Community



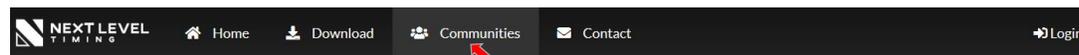
5. Select the current Championship Series.



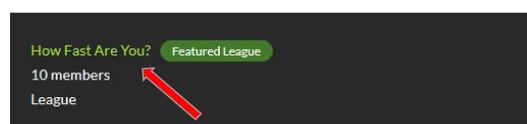
6. Select Register Community



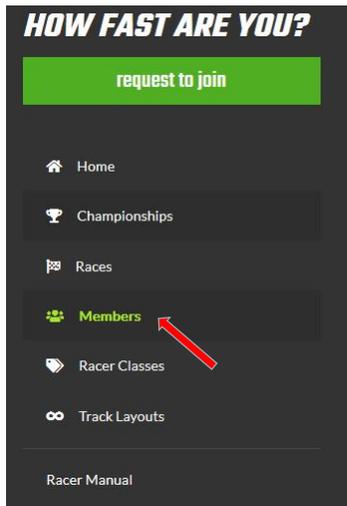
7. This will need to be approved by HFAY Admin. This will send an email so we can approve it.
 - a. You will also need to pay the registration fee for your club's participation.
 - i. Visit www.slmini-zstore.com
 - ii. Select the HFAY Products section in the left menu
 - iii. Select HFAY Registration and select the current season.
 1. Add your club name in the comments section so we'll know what club you are registering for.
8. Next Make sure you have one of your Club Members Registered under the How Fast Are You? Community.
9. Select Communities



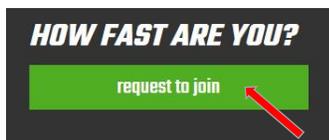
10. Select the How Fast Are you Community.



11. Select Members



12. Select Request to Join



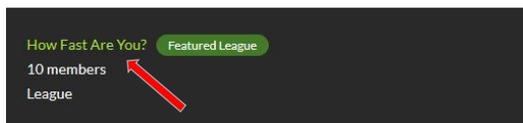
13. This will need to be approved by HFAY Admin. This will send an email so we can approve it. You won't be able to upload results until you are approved.
- At this time the Admin will also assign you as a "Judge" this will allow you to post the results for your club.
 - Multiple people can be setup as a "Judge" for the same club. If you have a different designated person that will be posting races please have them follow the same above to register them as a member of the HFAY community.
 - Not everyone that races needs to be a member of the community only those that would be posting results.

Posting Times

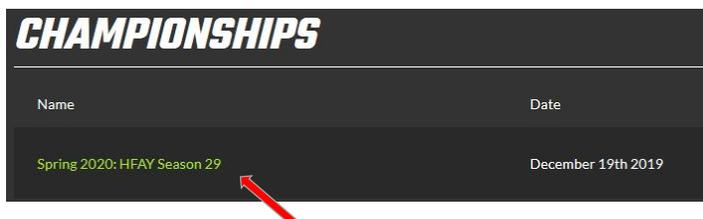
- Make sure you are Log In to the website.
- Select Communities.



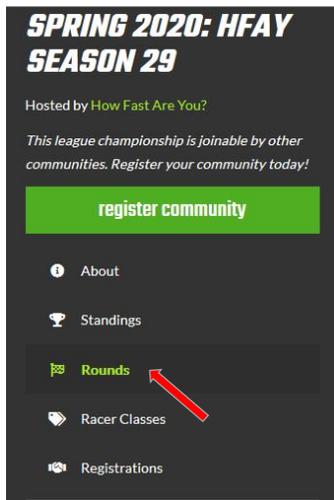
- Select How Fast Are You? Community



- Select the current Championship Series.



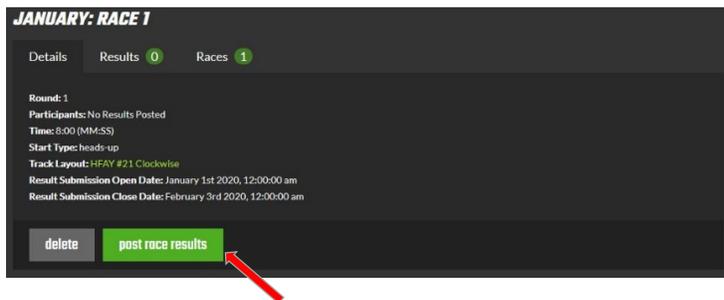
5. Select “Rounds” under the Menu



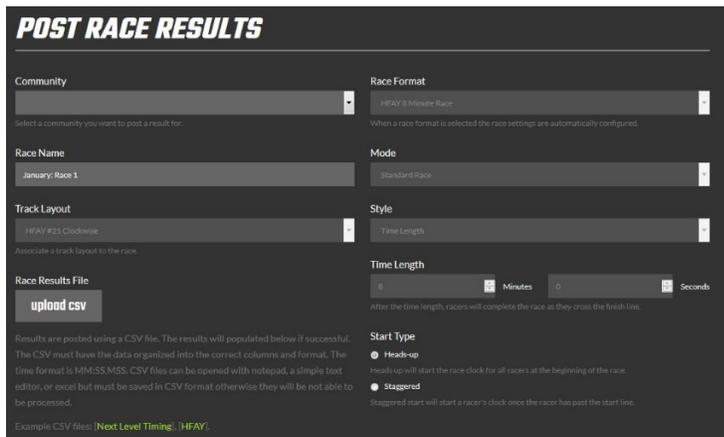
6. Under “Rounds” select the appropriate race you are going to post times for.

- a. You might need to scroll down to find the races.

7. Select the “Post Race Results” Button



8. You will see the following screen.

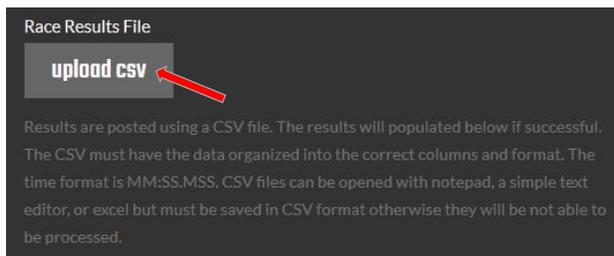


9. All the fields are locked except the “Community” field.

10. Use the drop down and select the club that you are uploading time for.



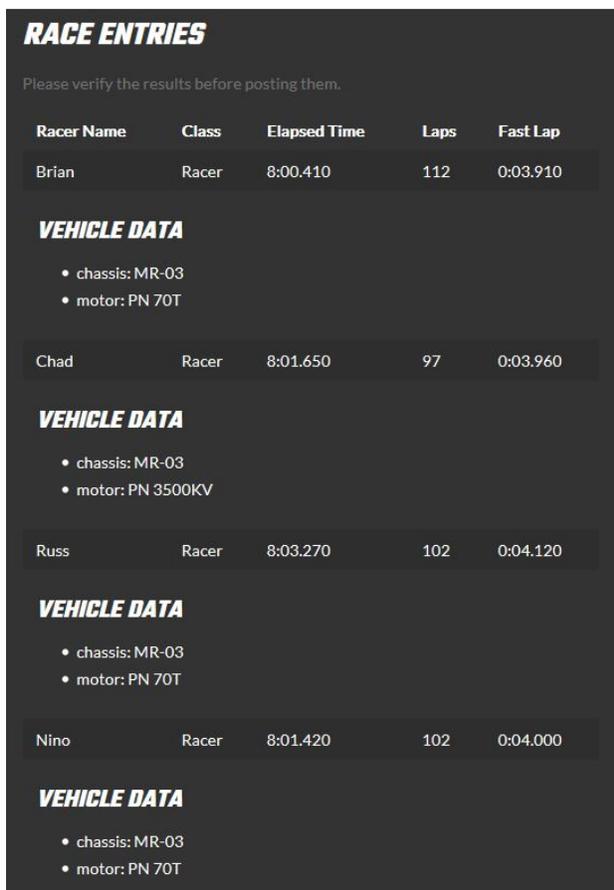
11. Select the "Upload CSV" button



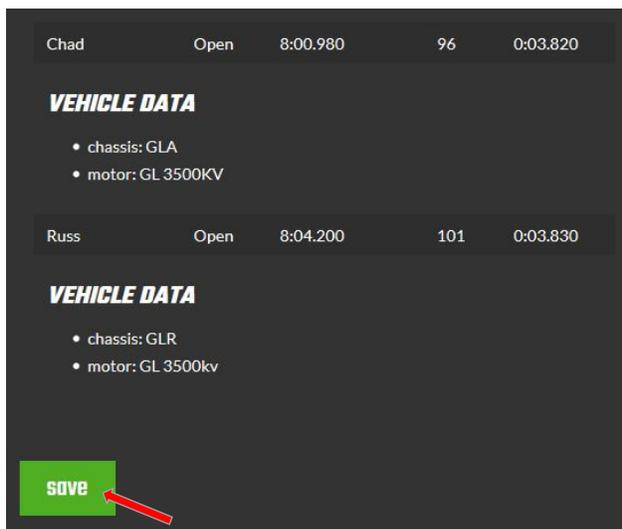
12. Upload the previously Created CSV file. (See below if you don't have your file for instruction).

13. Select your file for this particular race.

14. You will see the results populate below.



15. Please check that everything is correct and hit the "Save" button at the bottom.

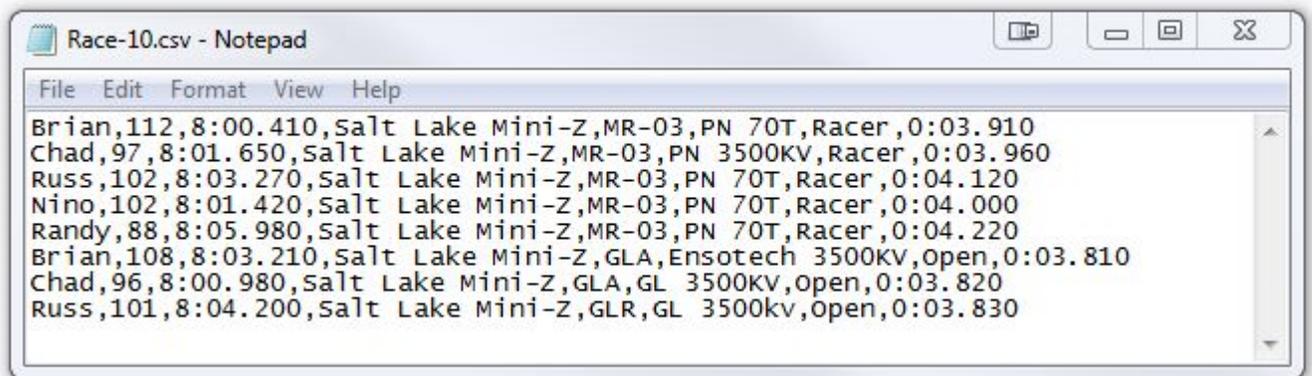


CSV File Format

1. To Upload times, you will need a properly formatted CSV file.
2. The format is pretty simple and you can use several ways to create this file.
 - a. Some of the timing software's have the export built in and you just have to name the files properly.
 - b. The Following have the correct formats, but it's good practice to always check the file.
 - i. NextLevel Timing
 - ii. Zround
3. You can have both Classes (Racer and Open) in the same file, the site will sort them correctly.
4. File format displayed below, use commas to separate the fields. You can have Spaces in the names as seen below in the club name and motor fields. (no spaces after the commas).

Name,Laps,Time,Club Name,Chassis Type,Motor,Class,Fast Lap

5. Below is an example with both classes in the same file, you only need to upload once per race if you follow the below format. The bottom 3 are "Open" Class, while the top times are for the "Racer" Class.



```
File Edit Format View Help
Brian,112,8:00.410,Salt Lake Mini-Z,MR-03,PN 70T,Racer,0:03.910
Chad,97,8:01.650,Salt Lake Mini-Z,MR-03,PN 3500KV,Racer,0:03.960
Russ,102,8:03.270,Salt Lake Mini-Z,MR-03,PN 70T,Racer,0:04.120
Nino,102,8:01.420,Salt Lake Mini-Z,MR-03,PN 70T,Racer,0:04.000
Randy,88,8:05.980,Salt Lake Mini-Z,MR-03,PN 70T,Racer,0:04.220
Brian,108,8:03.210,Salt Lake Mini-Z,GLA,Ensotech 3500KV,Open,0:03.810
Chad,96,8:00.980,Salt Lake Mini-Z,GLA,GL 3500KV,Open,0:03.820
Russ,101,8:04.200,Salt Lake Mini-Z,GLR,GL 3500kv,Open,0:03.830
```